



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Systems Software Specialist I (Technical)  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$5063 - \$6465

### DUTIES:

Under the general supervision of the Systems Software Specialist III (Supervisor) and the direction of the lead Systems Software Specialist II, the incumbent administers and supports the agency's network and server infrastructure. The incumbent has responsibility for implementation, administration, troubleshooting and maintenance of enterprise server software, including Microsoft Windows Server and other enterprise-wide services. Responsible for managing File and Print Services and Web Application Services (IIS). Knowledge of SQL or Oracle is highly desirable. Responsible for Directory Services and Network Services including WINS, DNS and DHCP.

### DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Research, document and maintain policies and procedures for the operations of the enterprise LAN environment.
- Implementing and maintaining vendor and agency developed applications.
- Coordinating deployment of client software with Desktop Engineering.
- Working with vendors and development to troubleshoot applications issues.
- Monitor and evaluate server performance and events and resolve performance issues and system incidents.
- Perform advanced problem determination and resolution for enterprise server, client/server and network related problems.
- Adding and maintaining file shares, administering Distributed File System and Volume Shadow Copy, troubleshooting network file, replication and printer issues, and test, maintain and implement printers, mopiers and plotters.
- Provide secondary operational support and administer Active Directory including forest, domain and site administration, group policy, replication, etc and also similar support and administration of WINS, DNS and DHCP.
- Assist in the operations and support of other areas such as messaging services, infrastructure management, deployment services, and backup and recovery services.

### DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to learn quickly
- Ability to work in a team environment
- Ability to work on multiple concurrent projects or problems
- Good work habits and dependability
- Willingness to learn new technologies
- Working knowledge of Windows servers

## **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

## **WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Systems Software Specialist I (Technical).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-740-1587-003" next to the classification on your application/resume, i.e., Systems Software Specialist I (Technical) (820-740-1587-003).**

## **FINAL FILING DATE:**

Applications will be accepted **until filled**.

## **SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

## **IF YOU HAVE QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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